

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** March 13, 2003

**FROM:** Steven A. Blazer, Accounting Supervisor

**SUBJECT: FISCAL YEAR-END CLOSING TIMETABLE**

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The purpose of this memorandum is to list the final dates by which Accounts and Control must receive various types of accounting documents in order to ensure that they are posted during the fiscal year ending June 30, 2003. The cutoff time on each due date is 4:00 PM. Documents received by this office after that time will be deemed to have missed the deadline and will be processed accordingly.

**Please keep in mind that any documents we receive without all the necessary authorized signatures will be returned to you with an audit slip. Since this could result in a deadline being missed, you are urged to route all documents to all necessary intermediaries (i.e. Budget Office, Purchasing, etc.) on a timely basis and to follow up with these intermediaries as the due dates get closer. As a general guideline, any document that needs Budget Office approval should be sent in time for the Budget Office to receive it at least four business days before the applicable Accounts and Control due date.**

The target processing dates listed herein are the dates by which this office expects to have posted each of the described transactions.

You may call either myself at 222-6408 or Maureen Fletcher at 222-5067 should you have any questions regarding this timetable.

/hh  
CFO:03-46

**OFFICE OF ACCOUNTS AND CONTROL  
FY03 YEAR-END CLOSING TIMETABLE**

<b><i>DUE DATE</i></b>	<b><i>PROCEDURE</i></b>	<b><i>TARGET PROCESSING DATE</i></b>
May 1, 2003	Deadline for submitting <u>to the Budget Office</u> your list of FY03 account code combinations that you wish to have inactivated in <u>FY04</u> . <b>(Please include legacy account and BOC with the RI-SAIL line- item- sequence -fund-source).</b>	May 16, 2003
May 16, 2003	The Budget Office will forward all the lists described in the item above to Accounts and Control. Accounts and Control will only inactivate those account code combinations which the Budget Office agrees should be inactivated for FY04. The lists as revised by Budget may include accounts that you did not indicate should be inactivated, and they may exclude accounts that you wanted inactivated. Before inactivating any accounts that you did not put on your original list, we will inform you that such accounts now appear on the revised list.	May 23, 2003
May 30, 2003	The Budget Office will send Accounts and Control a list showing which accounts have had transactions in FY03 but which, in their opinion, should not have. In such cases, they will also indicate to us the account numbers to which any such transactions should be transferred. Once we have posted all necessary transfers, we will inactivate the accounts that were cleaned out to prevent their usage for the remainder of the fiscal year.	June 13, 2003
May 30, 2003	Deadline for submitting written requests to Accounts and Control for permission to submit A-16's for FY03 with an explanation of your agency's particular circumstances. Amounts lower than \$50,000 per invoice will not be considered for accounts payable treatment. Purchase order numbers should be referenced on your request where applicable.	July 18, 2003
June 2, 2003	Account code combinations for FY04 will be available for use. Agencies may begin entering FY04 payment transactions in RI-SAIL by using an <b>effective</b> date of 07/01/03 or later.	N/A

**OFFICE OF ACCOUNTS AND CONTROL  
FY03 YEAR-END CLOSING TIMETABLE**

<b><i>DUE DATE</i></b>	<b><i>PROCEDURE</i></b>	<b><i>TARGET PROCESSING DATE</i></b>
June 25, 2003	Deadline for submitting DOT contract vendor payments for FY03 to Accounts and Control.	June 26, 2003
June 26, 2003	Final pay run for bank #9 (BankRI) for FY03.	
June 27, 2003	Run a GL trial balance to determine final due to's and due from's for FY03. Create and approve appropriate cash transfer documents and fax them to Treasury by June 30, 2003 at 10:00 A.M.	June 30, 2003 (10:00 A.M.)
June 27, 2003	Deadline for agencies to move pre-encumbrance and/or encumbrance transactions to 3PS status. Accounts and Control will cancel all transactions not so moved at 4:00 P.M. on June 30, 2003.	June 30, 2003
July 1, 2003	Pay runs for bank #9 may resume.	
July 7, 2003	<p>Due date is the deadline for agencies to enter, department-approve, or cancel cash receipt journal entries in FY03. Note that <b>only</b> deposits made on or before June 30, 2003 may be booked as FY03 transactions.</p> <p>Target processing date is the deadline for Treasury to final approve (or reject) all outstanding cash receipt journal entries for FY03.</p>	July 14, 2003
July 8, 2003	Deadline for submitting final rotary billings for FY03 to Accounts and Control.	July 14, 2003
July 10, 2003	Deadline for agencies to submit final Accounts Receivable spreadsheet for FY03.	July 14, 2003
July 10, 2003	Deadline for submitting vendor payment transactions (including revenue refund transactions) for FY03 to Accounts and Control. Be sure to use a 06/30/03 or earlier <b>effective</b> date on all such transactions--otherwise they will be posted automatically to FY04.	July 17, 2003
July 11, 2003	Deadline for submitting A-16's for FY03 to Accounts and Control. Only those A-16's supported by requests submitted by May 30, 2003 will be processed. Please provide purchase order numbers where applicable.	July 21, 2003

**OFFICE OF ACCOUNTS AND CONTROL  
FY03 YEAR-END CLOSING TIMETABLE**

<b><i>DUE DATE</i></b>	<b><i>PROCEDURE</i></b>	<b><i>TARGET PROCESSING DATE</i></b>
July 18, 2003	Deadline for submitting adjustments for FY03 to Accounts and Control.	July 23, 2003
July 25, 2003	Account code combinations for FY03 will be deactivated, except in the case of federal accounts and bond accounts.	N/A
N/A	Preliminary statements for FY03 will be available for viewing on the RI-SAIL website.	August 1, 2003